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ABSTRACT

This step-by-step guide to using AppleWorks V2.0 to format data disks for use with the Apple IIgs computer covers (1) program loading; (2) selecting the add files menu; (3) selecting a different disk; (4) selecting disk 1; (5) returning to the main menu; (6) selecting other activities; (7) disk formatting; (8) volume naming; (9) using drive 1; (10) formatting; (11) using screen directions; (12) exiting the format option; (13) escaping the other activities option; and (14) information storage. Thirteen sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS V2.0 TO FORMAT DATA DISKS FOR USE WITH THE APPLE IIGS COMPUTER

EDITION TWO

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INTRODUCTION

"Using AppleWorks V2.0 To Format Data Disks For Use With The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one Apple 5 1/4" drive, one Apple 3 1/2" drive and the 2.0 version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V2.0 of the AppleWorks program is used with the Apple IIGS computer for the formatting process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. There may, however, sometimes be slight differences between what one sees on the computer monitor screen and what is seen in this document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. AppleWorks program V2.0.

4. One data disk.

If this document is to be as it was intended at the time of development, users must know how to turn on the computer.

After using this document, Apple IIGS computer operators should be able to format blank computer disks using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 2.0) in disk drive #1, slot #5 and load the program into the computer. This is generally, the normal configuration of the equipment. If both large (5 1/4") and small (3 1/2") disk drives are used, the small drive is often connected as drive #1 slot 5. If the machine you are using has two 5 1/4" disk drives, and you are unsure of the configuration, place the program in one disk or the other. The computer normally will search both disk drives for a program.

b. Turn on the computer or, if the equipment is already energized:

c. Press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down, press and release the RESET key (directly above the numbers 5 and 6 keys). Then release the OPEN-APPLE and the CONTROL keys.

d. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6). If this is the case, proceed to step 07, skipping steps 02 through 06 (see Figure 1).

e. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, you should go on to step 02 (see Figure 2).

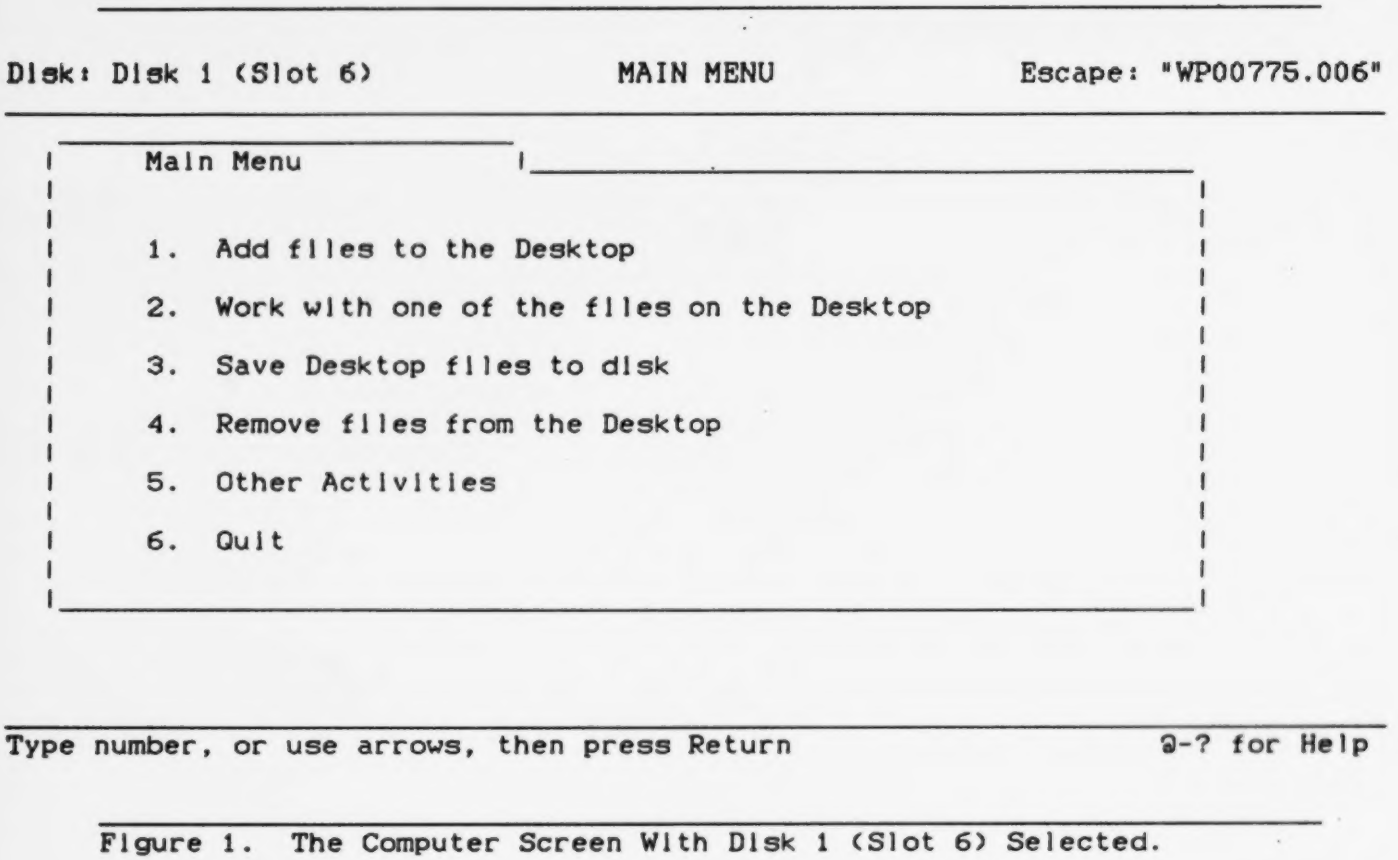
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "WP00775.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk 1 (Slot 6) Selected.

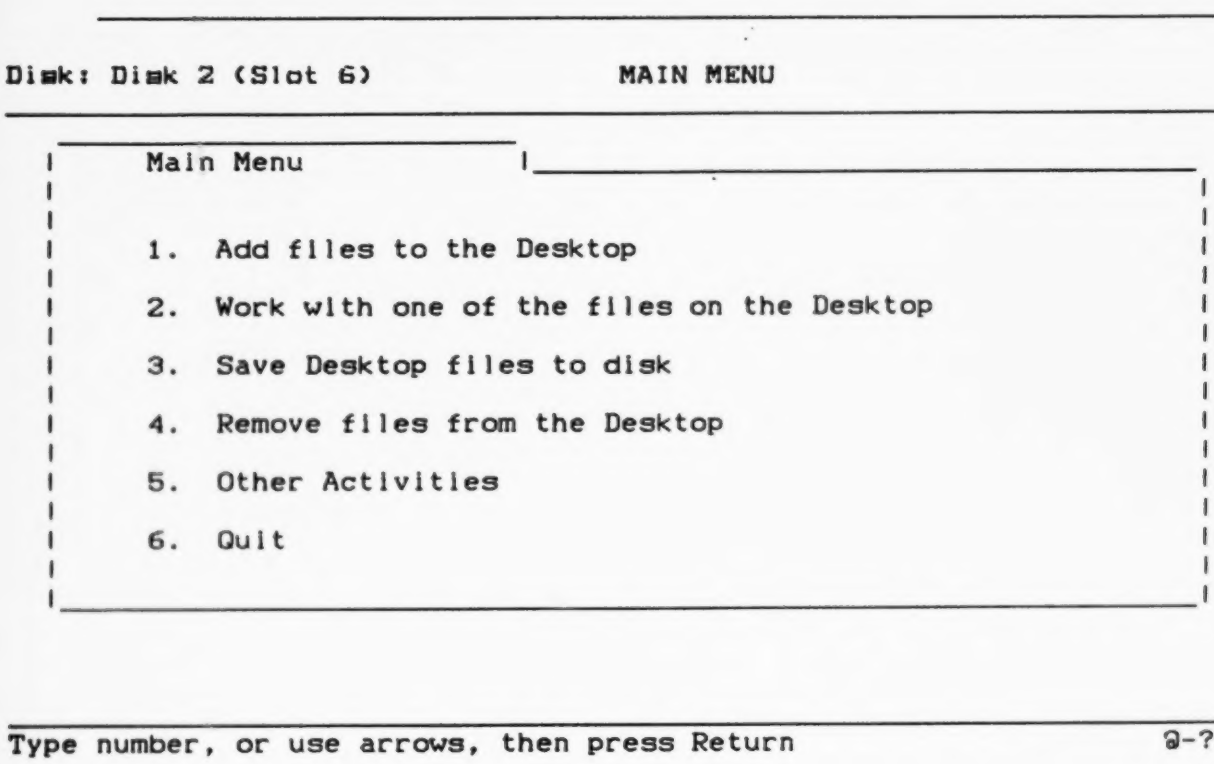
Disk: Disk 2 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 2. Monitor Screen Showing An Incorrect Disk And Slot.

02. Selecting The Add Files Menu. If the upper left corner of your monitor screen appears differently than the picture shown in Figure 1, select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

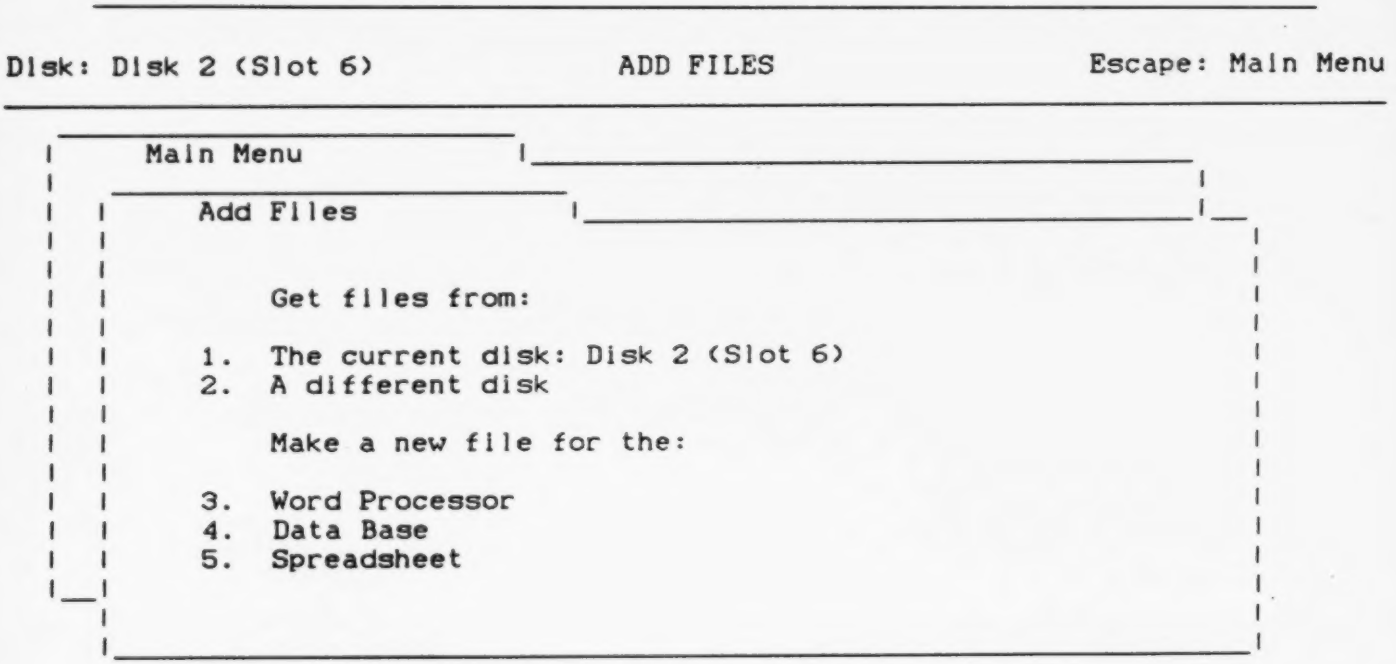

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

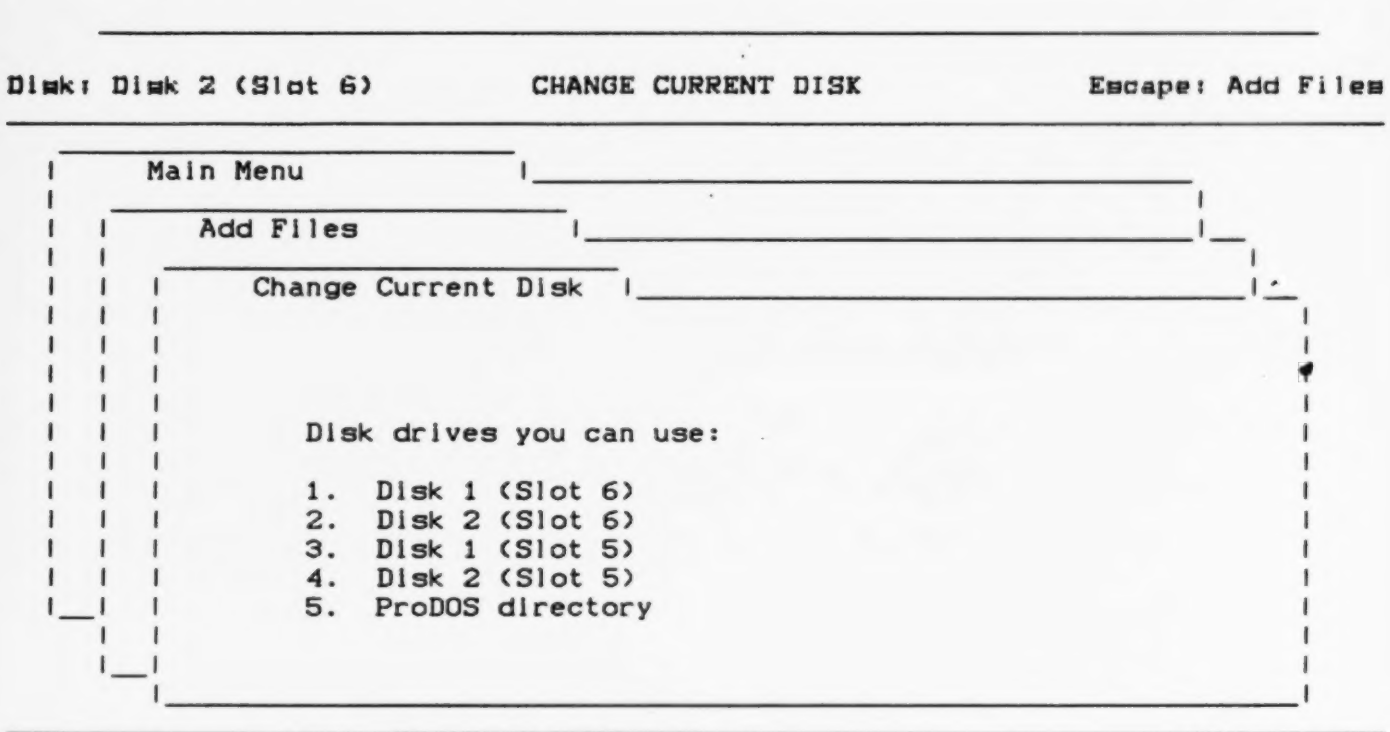
Disk: Disk 2 (Slot 6)
CHANGE CURRENT DISK
Escape: Add Files
Main Menu
Add Files
Change Current Disk
Disk drives you can use:
1. Disk 1 (Slot 6)
2. Disk 2 (Slot 6)
3. Disk 1 (Slot 5)
4. Disk 2 (Slot 5)
5. ProDOS directory
Type number, or use arrows, then press Return
521K Avail.

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

04. Selecting Disk 1 (Slot 6).

a. Press the RETURN key once. The screen should have changed following this action so that it appears like the example in Figure 5.

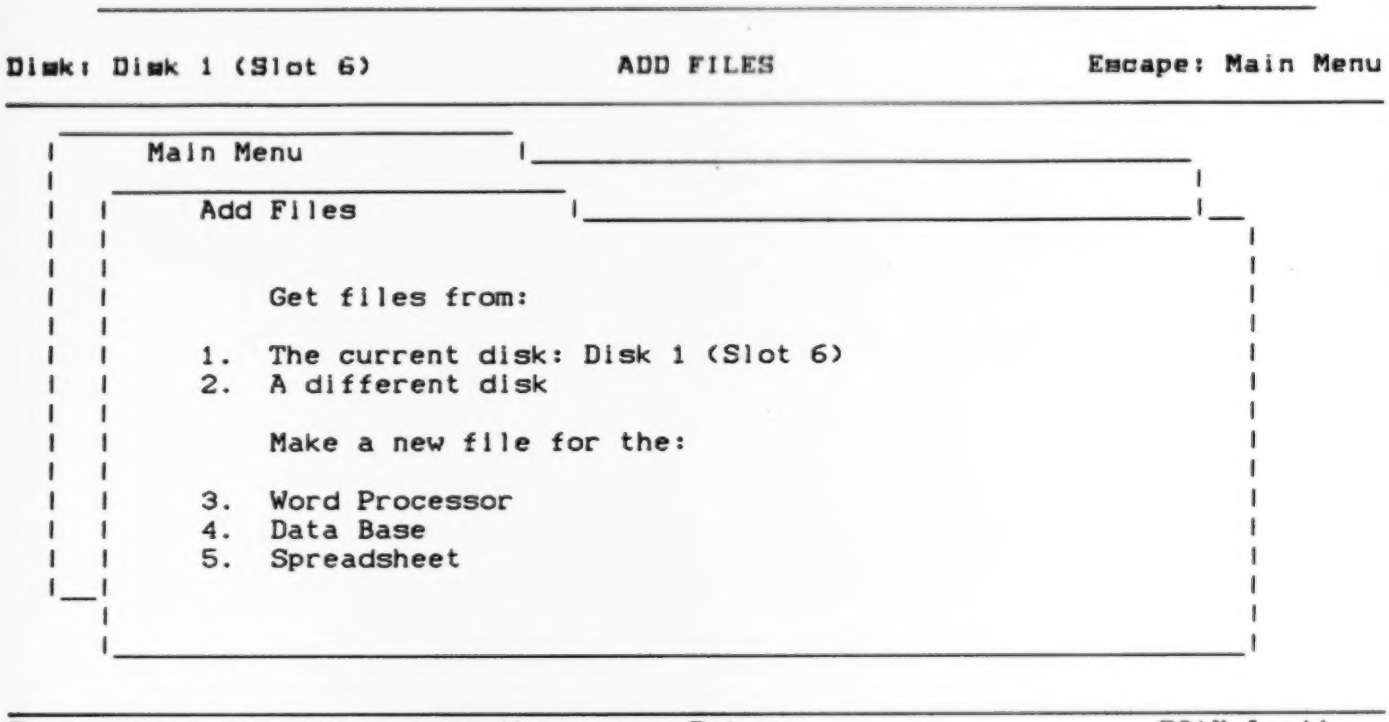

Figure 5. The Monitor Screen Showing The Add Files Menu After Disk 1 (Slot6).

05. Returning To The Main Menu.

a. Press the ESC key once. The monitor screen now appears like the example shown in Figure 6.

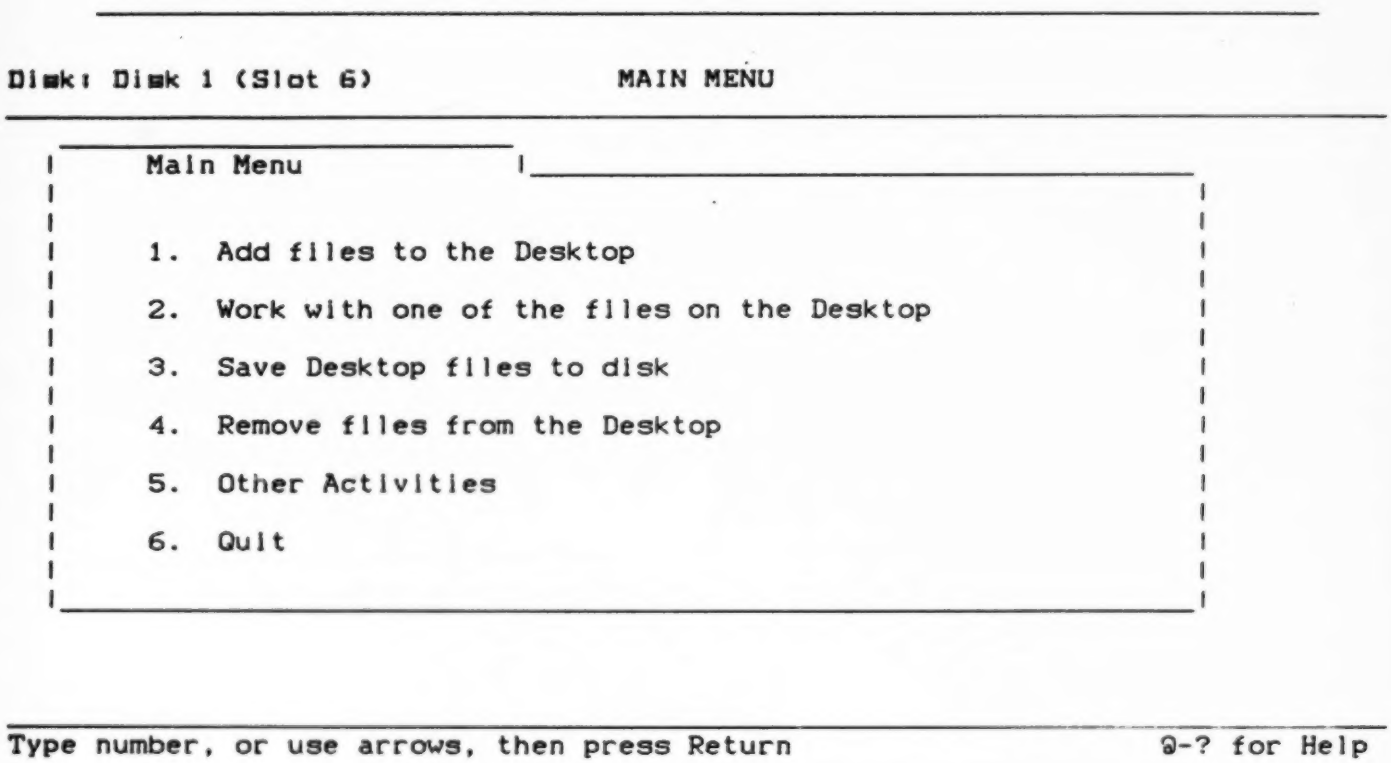
Disk: Disk 1 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
⌘-? for Help

Figure 6. The Main Menu With Disk 1 (Slot 6) Selected.

07. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

    a. Press the NUMBER-5 key once.

    b. Press the RETURN key once. Your screen should look like the picture shown in Figure 7 following this action.

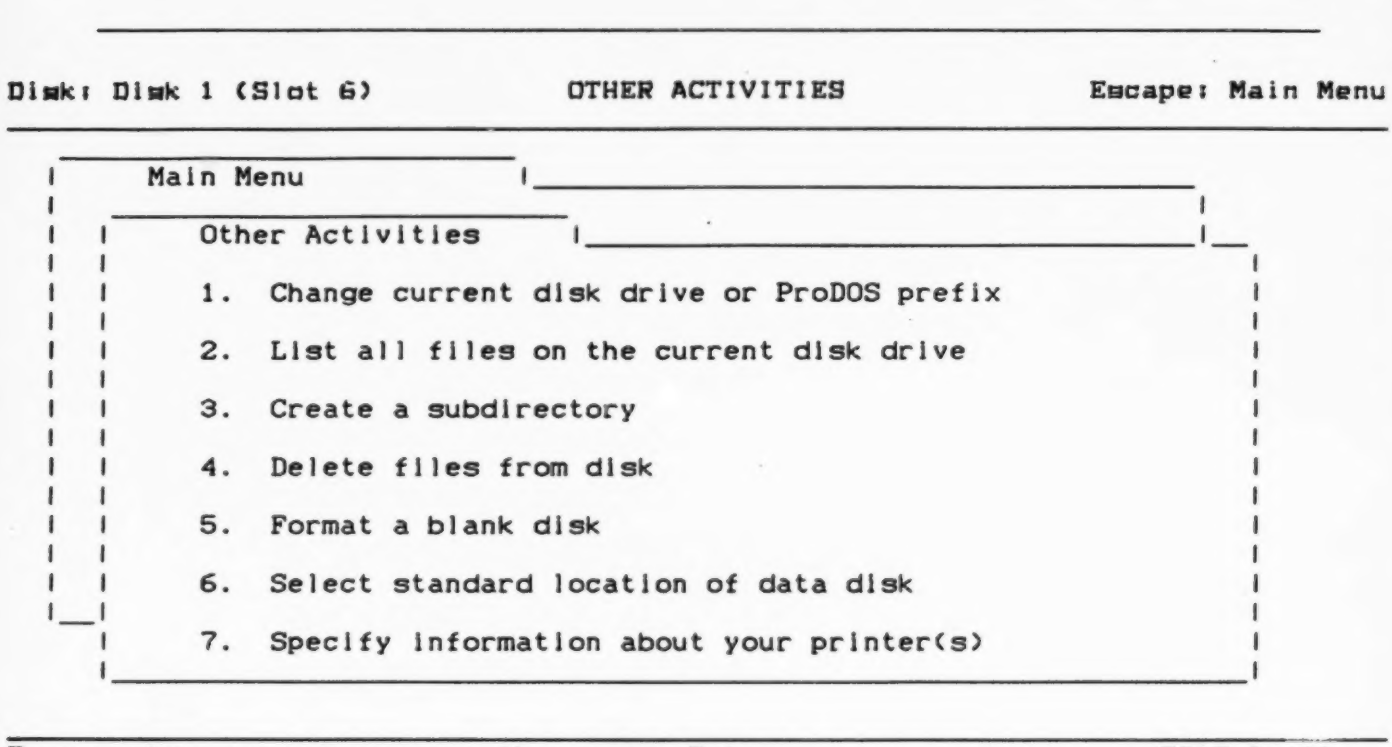
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
521K Avail.

Figure 7. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

08. Disk Formatting. With the screen appearing as it does in Figure 7 select option #5 as follows:

a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 8.

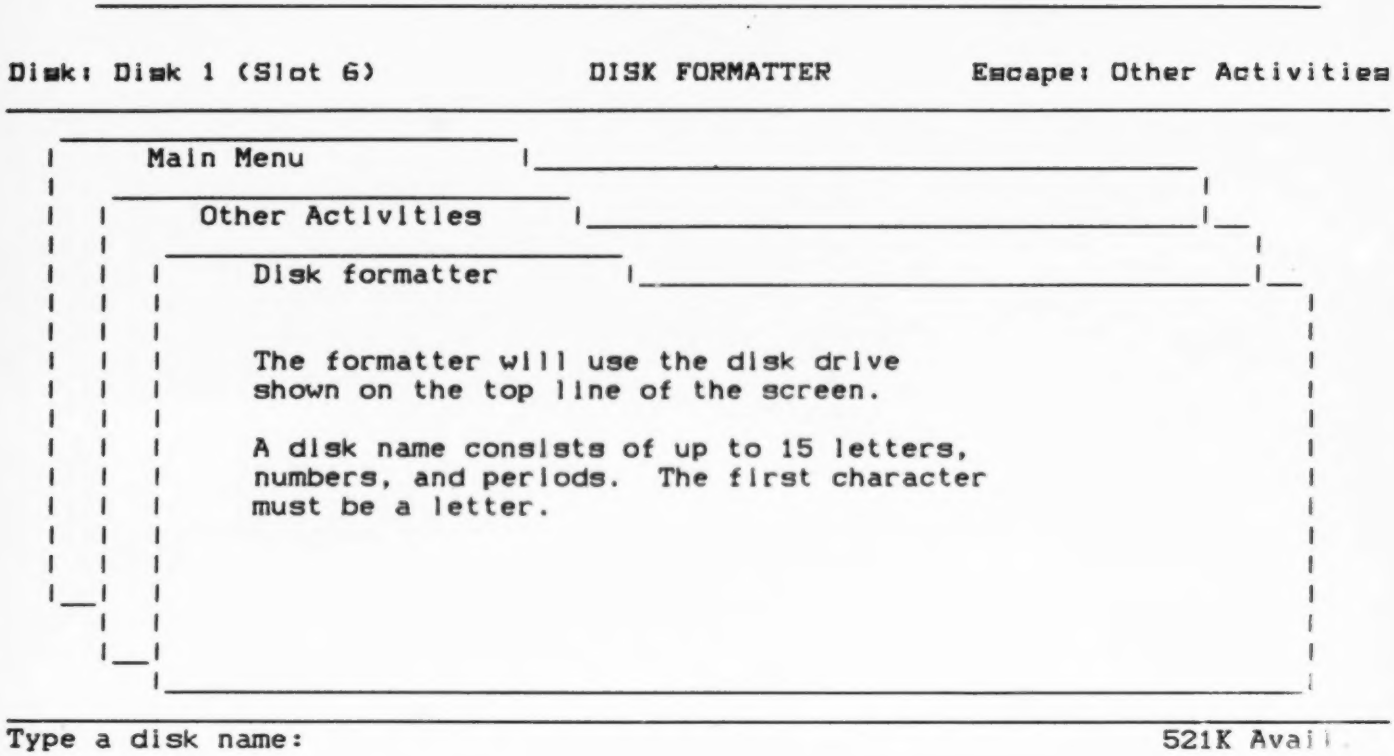
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name:
521K Avail

Figure 8: The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

09. Volume Naming. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING" and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 9.

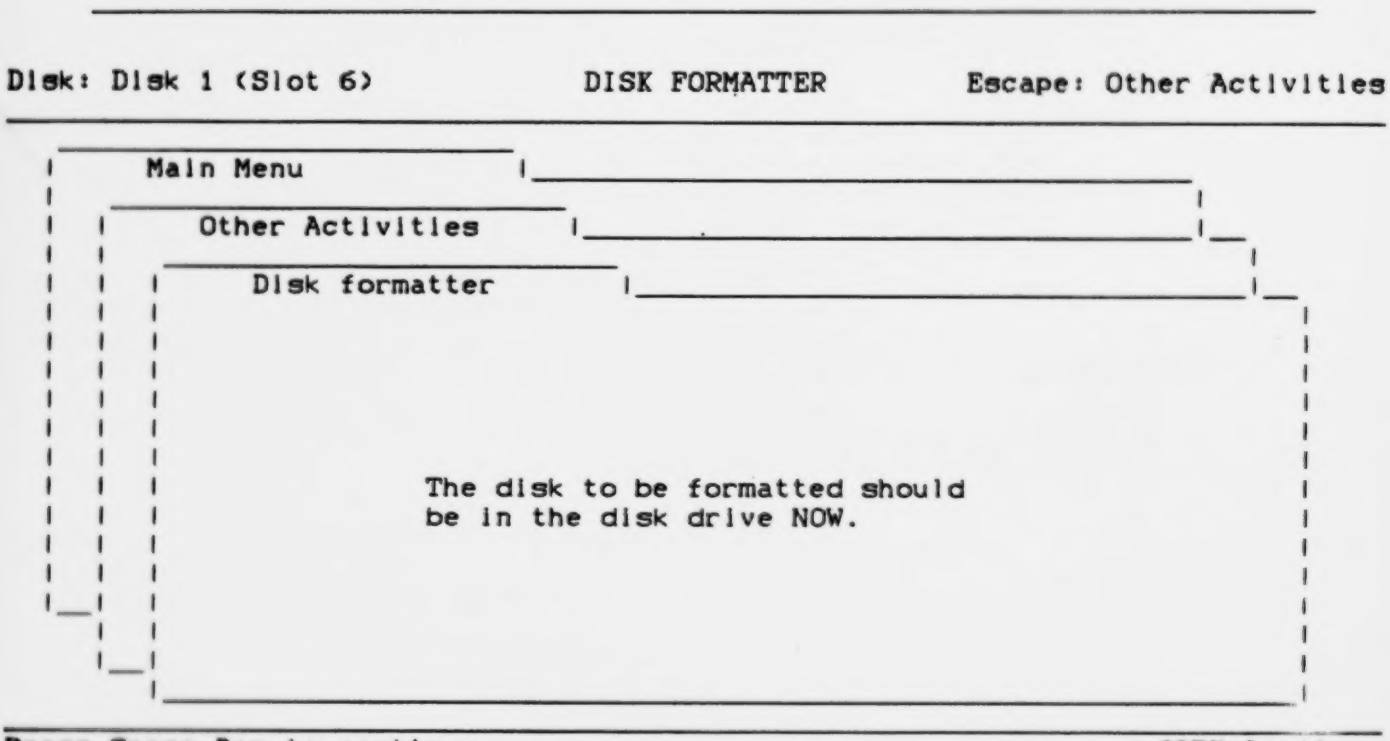

Figure 9. The Monitor Screen After Typing The Name Of The New Disk.

10. Using Drive 1 (Slot 6). Insert the disk to be formatted in Disk 1 (Slot 6). This will be the disk drive slot which does not, at present, have a disk inserted in it.

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 10.

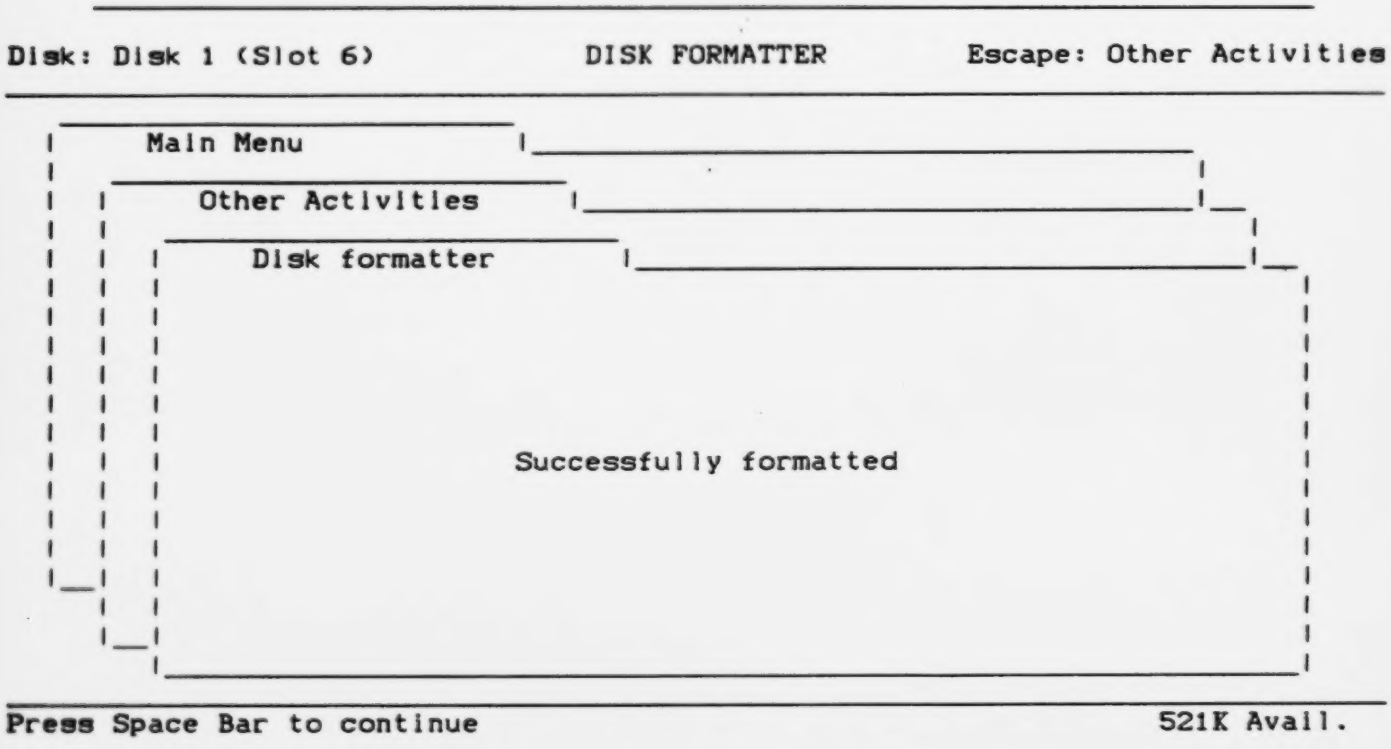

Figure 10. Monitor Screen After The Formatting Task Has Been Completed.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 11.

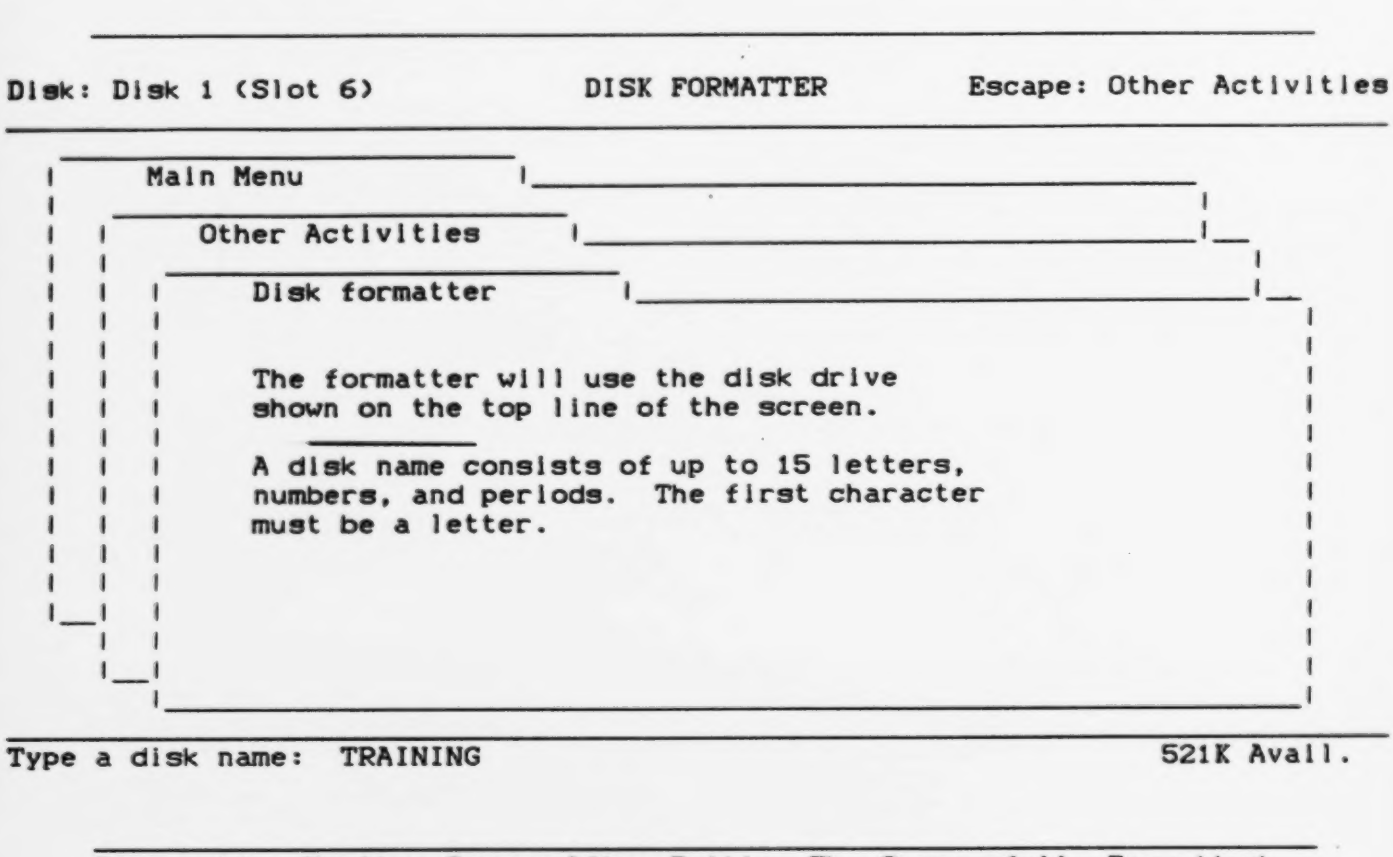
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive
shown on the top line of the screen.
A disk name consists of up to 15 letters,
numbers, and periods. The first character
must be a letter.
Type a disk name: TRAINING
521K Avail.

Figure 11. Monitor Screen After Exiting The Successfully Formatted Mode

13. Exiting The Format Option. Press the ESC key once. This action moves the program back to the "Other Activities," menu (see Figure 12).

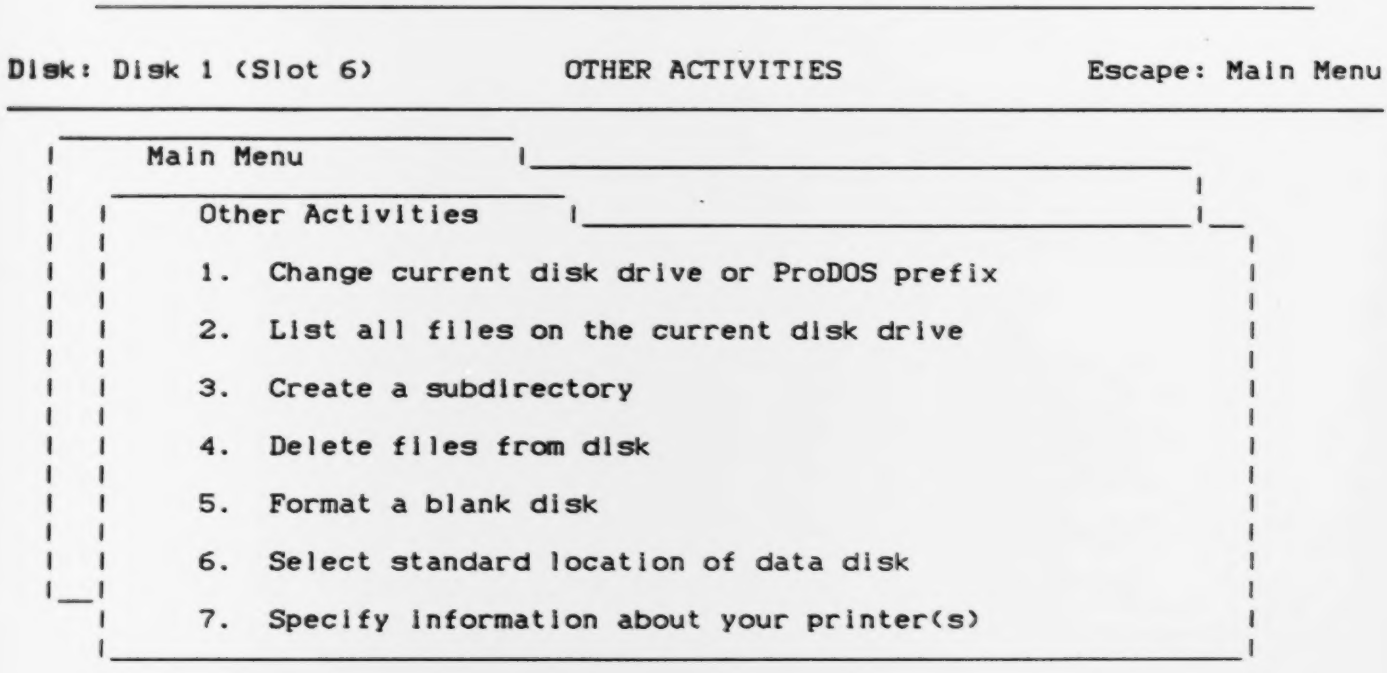
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
625K Avail.

Figure 12. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESC key to return to the "Main Menu" (see Figure 13).

```
Disk: Disk 1 (Disk 6)                    MAIN MENU

   Main Menu
   1.  Add files to the Desktop
   2.  Work with one of the files on the Desktop
   3.  Save Desktop files to disk
   4.  Remove files from the Desktop
   5.  Other Activities
   6.  Quit

Type number, or use arrows, then press Return                 ⌘-? for Help
```

Figure 13. "Main Menu."

15. Information Storage. The disk can now be used for data storage.